

## City of Goodyear Procurement Office Staff

We realize this brief guide may not answer all your questions. For more information, please feel free to call or e-mail us.

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We look forward  
to doing business  
with you!



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## Doing Business With the City of Goodyear



A Reference Guide  
from the  
Office of Procurement

## Welcome

This Quick Reference Guide is to acquaint vendors and service-providers with the City of Goodyear's purchasing procedures.

The City engages in various activities related to the delivery of municipal services to our residents. A great variety of equipment, supplies and services must be purchased to support these extensive operations.

## Hours of Operation

The City's Office of Procurement is open Monday through Friday from 8 a.m. until 5 p.m., except holidays.

## Scheduled Visits

Visits to Goodyear's Office of Procurement by sales representatives are welcomed and encouraged. However, it is recommended that sales visits be scheduled in advance.

## Vendor Registration

We do not maintain vendor lists, instead we utilize the State of Arizona vendor registration in the SPIRIT system.

## How to Find Out About Bids/Proposals

### ♦ *Goodyear's Website:*

Information on solicitations for bids/proposals is available on our website:

[www.goodyearaz.gov](http://www.goodyearaz.gov)

Just click on:

[Bid,RFP's and RFQ's](#)

### ♦ *Newspaper Ads*

We also advertise bids in the following papers:

- ♦ The West Valley View
- ♦ West Valley Business

## Understanding Goodyear's Procurement Process

The City of Goodyear's procurement process is based on the "Procurement Code" passed by the City Council.

The amount of the individual expenditures for a specific commodity or service determines the level of competition required and who, within the City, has the proper authorization to purchase at that level.

The table below summarizes this process.

Dollar Limit	Competition
\$0 - \$1,499	Dept. Discretion
\$1,500 - \$4,999	3 documented quotes (by phone)
\$5,000 - \$30,000	Minimum 3 quotes submitted in writing by vendor
Over \$30,000	Formal Bid